



## Web-Based Time and Attendance Distribution System (WebTADS)

### TOPIC: Travel Compensatory Time

**Where:** Add Projects Page  
**Who:** All users  
**When:** Anytime in pay period

#### Procedure:

1. From Timesheet, click on the Add Projects icon.

Project	(Add)	Total	Sun 11/27 0.0	Mon 11/28 8.0	Tue 11/29 8.0	Wed 11/30 8.0	Thu 12/01 8.0	Fri 12/02 8.0	Sat 12/03 0.0
123456.01.01.01 TEST	REG	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
Week 1 Total		40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0

2. Select the hour type TCTE (Travel Comptime Earned) or TCTU (Travel Comptime Used) from the Hour Type dropdown.
3. In this example, we will add the hour type TCTE.
4. The highlighted hour type denotes the one being added.

**Add Projects for WONDERLAND, ALICE A (180)**

4 Labor Code(s) Found

WBS	Mission	Theme	Program	Description

**Laborcode -- Description (Mission, Theme, Program)**

Please Select a Labor Code....

- 123456.01.01.01 -- TEST
- 123456.01.01.01 -- TEST NSM
- 123456.01.02.03 -- TEST CODE 2
- 123456.01.02.03 -- TEST NSM 2 (MISS, THEM, PROG)

[123456.01.01.01 -to- 123456.01.02.03]

Choose leave and special hour types here:

AL -- Annual Leave

**Hour Type**

- REG -- Regular
- HZ -- Hazard Pay
- CTU -- Comptime Used
- TCTU -- Travel Comptime Used
- RCTU -- Religious Comptime Used
- OT -- Overtime
- HW -- Holiday Worked
- HWHZ -- Holiday Worked, Hazard Diff
- CTE -- Comptime Earned
- RCTE -- Religious Comptime Earned
- TCTE -- Travel Comptime Earned**
- CTUHZ -- Comptime Used, Hazard Pay
- CTEHZ -- Compensatory Time Earned, Hazard Diff
- OTHZ -- Overtime, Hazard Pay
- VOL -- Volunteer Time/Other Time on Premise

Projects for Timesheet (WONDERLAND, ALICE A (180))

5. Add this hour type to the timesheet.

Project	(Add)	Total	Sun 04/30 0.0	Mon 05/01 8.0	Tue 05/02 8.0	Wed 05/03 8.0	Thu 05/04 8.0	Fri 05/05 8.0	Sat 05/06 0.0
123456.01.01.01 TEST	TCTE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Week 1 Total		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

#### Result:

TCTE has now been added to the timesheet, and is ready for time entry.





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### Special Considerations:

- The code is active as of **January 28, 2005**. **Critical Error 104 will result if hours are entered on either TCTE or TCTU prior to this date (this includes Prior Pay Period Adjustments).**
- The rules for TCTE and TCTU are similar as for CTE and CTU.
- Employees who are eligible for CTE and CTU may also charge TCTE and TCTU on the timesheet. (Employees who are not eligible will not see TCTE and TCTU in the Hour Types dropdown.)
- The Overtime/Comptime request form includes this hour type as well; request and request approval are required for earning travel comp time.

### New Overtime Request for : WONDERLAND, ALICE A (180)

Initiator: WONDERLAND, ALICE A (0)  
Approver: SEAWITCH, URSULA S (180)   
Pay Period: 04/30/2006-05/13/2006   
Status: New (not saved)

Justification (include WBS):

WBS: 123456.01.01.01  
4-hour flight on Monday--Travel to Dallas for Tuesday a.m. meeting.

Hours	Hour Type
<input type="text" value="0.0"/>	<b>OT In Lieu Of CTE</b> Overtime In Lieu Of Comptime Earned
<input type="text" value="0.0"/>	<b>HW</b> Holiday Worked
<input type="text" value="0.0"/>	<b>RCTE</b> Religious Comptime Earned
<input type="text" value="0.0"/>	<b>CTE</b> Comptime Earned
<input type="text" value="0.0"/>	<b>CTEHZ</b> Comptime Earned, Hazard Diff
<input type="text" value="4.0"/>	<b>TCTE</b> Travel Comptime Earned

You are editing a NEW request. To complete this request:

1. Select an approver.
2. Select a payperiod (up to 6 in the future).
3. Type a justification (include WBS).
4. Type hour quantities for each needed hour type.
5. Select 'Save for Later' or 'Submit for Approval'.

Note: Email is sent to the designated approver after 'Submit for Approval' is selected.  
Note: Requests 'Saved for Later' need not be valid. 'Submit for Approval' requires a completed justification AND at least one hour type to have hours greater than 0.

[Back to List Overtime Requests](#)